Approved For Release 2005/11/21 : CIA-RDP70-00211R000800260023-9

		Assistant Director, CCR	
TAT	ATTE	: Area Records Officer	
		CIA Records Administration Officer	
		Designation of OCR/LY as Office of Record for OO Information Reports	
		1. Information reports produced by Contact Division and	
		Foreign Documents Division have been evaluated as permanent records	
		of CIA by the National Archives and Records Service. The records	
:		control schedules of these Divisions provide for the personent	
		retention of a hard copy of each report as a record copy, and these	
		are periodically retired to the Records Center.	
		2. A microfilm copy of these same reports is retained by	
		OCR/LY and a duplicate copy is retired to the Records Center for	
		permanent retention. A small percentage of non-microfilmable reports	
		is retained in hard copy and these are retired to the Center.	
		3. Both 00/CB and 00/FDD are satisfied that the microfilm	
		copies retired by OM are adequate substitutes for the hard copies.	
		They are now requesting revisions of their records control schedules	
		that would permit destruction of Division hard copy files and	
		designate the OCR microfilm copies as Agency record copies. This change would, of course, establish CCR/LY as the office of record for OO	
		counts.	
		h. I am prepared to approve these revisions because they will	
-		eliminate explication of holdings in the Records Center and release approximately 500 cubic feet of storage space. I'm attaching copies of	
•		the proposed schedule registers, and would spread your concurrence	
		in respect to the OCR/IN becoming the office of record for these reports.	
			STAT
		The Zet	
		APPER NAME	

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Proposed Revision of 00/00 and 00/800

Records Control Schedules

Description

00/CD

Item 38. Information Reports

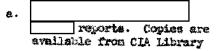
Division reference copies of 00-3, 00-K and 00-T series (microfilm record copies of all CD/00 Reports are retained by OCR/Library). Filed by report number.

00/FDD

Item 15. Information Reports

One copy of each information report
. . . produced by the Division. These are
maintained for convenience of reference.
Filed by report musber or by title and
category.

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Disposition Instructions

Temporary. Destroy when ne longer needed for reference, except reports dated prior to Jan. 1, 1956

Resporary. Destroy one year after publication. Official Agency record copy is on microfilm in OCR/Library (Excepted are all reports published prior to Jan 1, 1958).